

If this form is used as a plan:

No grant or cooperative agreement may be awarded unless a completed application has been received (DOE Organizational Act, PL. 95-91; 42 USC 7254 and Federal Grant and Cooperative Agreement Act of 1977; PL. 95-224; 41 USC 508)

If this form is used as a report:

No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (DOE Organizational Act: PL. 95-91; 42 USC 7254 and Federal Grant and Cooperative Agreement Act of 1977; PL. 95-224; 41 USC 508)

FEDERAL ASSISTANCE MILESTONE PLAN

PURPOSE

The Milestone Plan is used as a planning tool, establishing the time schedule for accomplishing the planned work. Usually it is accompanied by the DOE F 4600.3A, "Milestone Log."

INSTRUCTIONS

- Item 1 - Enter the Federal grant or agreement identification number for the current year as it appears in the official award, if known.
- Item 2 - Enter the identifying name or description of the program/project, and, if applicable, the project identification number.
- Item 3 - Enter the name and address of the performer responsible for managing the task.
- Item 4 - Enter the original start date of the program/project.
- Item 5 - Enter the official completion date as of the latest modification.
- Item 6 - Enter the milestones' identification numbers from the work breakdown structure or as assigned by the U.S. Department of Energy (DOE) program office or managing office.
- Item 7 - Enter a brief, identifying description of the milestones.
- Item 8 - Enter the first letter of each month of the program/project duration in the appropriate boxes if the duration is 24 months or less. Divide the program/project time period up into intervals of two or more months for durations longer than 24 months and enter the first letter of the last month of each interval in the appropriate box.
- Item 9 - Enter the name of the organization responsible for performing the work if different than in Item 4 or any note for clarification of line entries.
- Item 10 - Enter any explanatory notes. If more space is required, attach additional sheets and so indicate in this block.

CHARTING INFORMATION

Item 11 - Enter the signature of the Federal Assistance Recipient and the date signed to verify that the information is reasonable, based on knowledge of the project.

Item 12 - Enter the signature of the DOE reviewer and the date signed, which indicates that the information on the plan has been reviewed and appears reasonable.

Symbols

- ▽ Intermediate Event (Deliverable, Supporting Milestone, or Decision Point)
- ▲ Intermediate Event completed early or late
- ◇ Proposed Scheduled Deviation (late or early) for a major milestone
- Activity Bar
- Dollar Ceiling
- - - Time Now
- ⎓ Continues beyond Time frame shown

Examples

A [Signature] [Date] Major milestones with an activity bar

B [Signature] [Date] Time now and work done

C [Signature] [Date] Schedule Deviation (not yet approved)

D [Signature] [Date] First change approved (slippage)

E [Signature] [Date] Improvement, not contractually implemented

F [Signature] [Date] First change approved (improvement)

G [Signature] [Date] Activity ahead of schedule

H [Signature] [Date] Activity behind schedule

I [Signature] [Date] Late and on time completion of intermediate events A and B, respectively.

J [Signature] [Date] Same as Example 1 above except that here a time line is used in place of an activity bar.

K [Signature] [Date] Original major milestone date and four subsequent approved changes (all slippages) to that date

L [Signature] [Date] Original major milestone data and two subsequent approved changes (one slippage, one improvement to that date)

M [Signature] [Date] Intermediate event schedule deviation